



Revised: August 3, 2016

**3600 DEPARTMENT VEHICLES
AND EQUIPMENT**

Issued May 2001

3600 DEPARTMENT VEHICLES AND EQUIPMENT

3610 GENERAL

Members of the Department are authorized to use of a variety of equipment owned by the City of Tucson. Members are responsible for the appropriate care of all issued equipment. Members shall not use Department equipment without appropriate authorization and training. Supervisors are responsible for conducting periodic inspections of property and equipment assigned to their subordinates (at least quarterly). Such inspections, including corrective action taken, if any, shall be documented in *Personnel Performance Record* entries. Continuing violations shall be corrected as necessary.

3620 DEPARTMENT VEHICLES

3621 General

Members authorized to drive Department vehicles must abide by all applicable state and local laws and regulations as well as *City Administrative Directives* and specific Department procedures. All members shall be responsible for the care and security of vehicles and vehicle equipment assigned to them, including equipment carried in the vehicles. Members who damage a Department vehicle or the associated equipment will immediately notify a supervisor.

3621.1 Driver Licenses Required

Members who operate any City or Department vehicle shall obtain and maintain a valid Arizona driver license of the appropriate class. Loss of such a required license to suspension or revocation renders the involved member subject to disciplinary action up to and including termination.

Members, who are classified as primary or secondary drivers as defined by City Administrative Directive, who have their license suspended by the state for a period of less than 180 days may be reassigned by the Chief of Police to a position that does not involve driving. The Chief of Police may also reassign members who have had their driving privileges restored by MVD with restrictions. A primary or secondary driver whose license is suspended by the state for a period exceeding 180 days will be subject to termination.

3622 Vehicle Assignment

3622.1 Pool Vehicles

Pool vehicles include the marked fleet assigned to patrol divisions as well as other vehicles not individually assigned. Individual Divisions may make their own policies regarding assignment of pool vehicles. These policies, however must be in concert with Bureau policies and consistent with City and Department requirements.

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Except for Detectives, all vehicles are assigned to units. Vehicles must stay with the unit to which they are assigned unless approval is granted by the chain of command through an Assistant Chief and the information provided to the Administrative Support Division.

3622.2 Detective Vehicles

Each Detective will be assigned a vehicle. This vehicle will remain with the detective unless they are assigned to a detail that utilizes leased vehicles. Detectives leaving the detective assignment (i.e. promotion, retirement) will relinquish control of the vehicle to the Administrative Support Division. Vehicles may not be reassigned from one member to another without the approval of the Administrative Support Division.

3622.3 24-Hour Vehicles

When approved for an assignment, a 24-hour take home vehicle is provided for use at the option of the employee, and its use by the employee is strictly voluntary. Members will not take a City owned vehicle home unless they have 24-hour take home status granted through their chain of command including the Chief of Police or previously documented approval from their supervisor. Members authorized a 24-hour vehicle shall complete a "*Request for Assignment of 24-hour City Vehicle*" form and submit it to the Administrative Support Division prior to receipt of a vehicle. The forms shall be maintained by the Administrative Support Division.

Those members with approved 24-hour take-home status shall comply with *City Administrative Directives* concerning vehicle use including completion of vehicle logs each month and the requirement that employees must live within 20 miles of their permanent work site, barring City Manager approval. Members are responsible for preparing and retaining the monthly vehicle logs, which shall be available for inspection by any supervisor or commander.

Members assigned a 24-hour vehicle shall be responsible for ensuring that the vehicle is kept clean and that all required maintenance and emission testing is performed as required and/or appropriate.

3622.4 Other Specialty Vehicles

The Department maintains a number of unusual vehicles including a tractor and tank trailers. These vehicles are assigned to specific units for specific purposes. These vehicles shall only be operated by trained personnel.

3623 Vehicle Equipment and Maintenance

3623.1 Inspection and Security

Each time a member begins a duty tour and they are the operator of a vehicle, they are required to inspect the vehicle for proper mechanical and electrical operation, serviceability, items of property not assigned to the vehicle (i.e. personal property,

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contraband, etc.), any required service or emissions inspection, and any unreported damage.

Vehicles used for the transportation of prisoners shall have the interior searched before and after each tour of duty. This shall include a thorough search of the area of the vehicle used for prisoner transport for contraband, dangerous instruments, weapons, etc.

At the conclusion of their tour of duty, vehicle operators shall again inspect the vehicle for damage or any property not assigned to the vehicle. A supervisor shall be notified of any discrepancies. The vehicle shall be left with not less than one-half tank of fuel. Operators are responsible for removing all trash from the interior and for keeping the vehicle as clean as reasonably possible. The vehicle keys shall be returned to the appropriate location.

All vehicles shall be locked and fully secured when left unattended. Unmarked police vehicles will be additionally secured with a steering wheel locking device (if issued to the vehicle) when left unattended, unless parked in a secure police parking area or closed residential garage. If a vehicle is found to be damaged, a supervisor will be notified, the vehicle damage locator updated, a photograph taken (if not wear-and-tear), and the appropriate reports will be completed. The supervisor will determine if the vehicle can still be driven or needs to be deadlined.

3623.2 Standard Vehicle Equipment

Every marked police vehicle will contain flares, a spare tire with a jack, a first aid kit, traffic cones, a blanket, a fire extinguisher, and a trauma shooting kit. If any of these items are not present, a Fleet Technician will be notified to replace the equipment.

Every Department vehicle will have a trauma kit placed under or near the front passenger seat. Replacement kits are available through the Fleet Technicians should they be damaged or components used.

3624 Vehicle Service and Deadlining

In the event that a vehicle is not in serviceable condition or the condition is such that repair cannot immediately be completed, the vehicle shall be deadlined according to procedure. To maintain appropriate vehicle availability, marked police vehicles shall not be deadlined for minor problems that do not constitute a hazard to the operation of the vehicle. If the operator discovers a flat tire during the initial inspection, it will be the operator's responsibility to change the tire unless a Fleet Technician is available to assist. The vehicle operator shall change flat tires occurring in the field.

When a member finds it necessary to deadline a vehicle for service or repairs, the member shall:

- Park the marked unit in the designated area of one of the five field divisions.
- Complete the *Vehicle Discrepancy Report* and note the location of the vehicle on the report. The immediate supervisor will review the report. The original and first copies are to be left on the dashboard and the final copy shall be provided to the Division Fleet Technician.

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- Place a traffic cone on the hood of the vehicle.
- Place the keys in the appropriate location for the Fleet Technician to acquire.

Vehicles not assigned to one of the field divisions are the responsibility of the operator. If they are to be deadlined, the operator is required to complete the discrepancy report and ensure the vehicle is taken to Fleet Services at Park and Ajo. If the vehicle requires routine maintenance (including the annual emissions testing for vehicles three years or more in age), it is the operator's responsibility to schedule an appointment with Fleet Services. Should the vehicle need to be deadlined for an extended period, the operator may contact the Administrative Support Division for temporary assignment of a pool vehicle. It is the member's responsibility to collect any personal or Department property not assigned to the vehicle.

When a City vehicle breaks down in the field, the member shall notify Police Communications. Communications will notify City Fleet Control and a mechanic or City contract tow truck (not necessarily the Police contract tower) will be dispatched to the vehicle location. It is the operator's responsibility to stay with the vehicle until it is repaired or until it is towed to Fleet Services unless other arrangements are made with Fleet Services. In any event, the operator needs to relay the vehicle number, the exact location and the general nature of the problem.

3630 COLLISIONS INVOLVING CITY VEHICLES

3631 General

A City vehicle collision is any collision occurring between a City owned or leased vehicle (or private car when the employee is on official City business and has been formally authorized mileage) and another vehicle, pedestrian, animal or fixed object. The Police Department shall investigate any collision involving a City vehicle, whether on a public roadway or private property. If the collision occurs on a public roadway, the investigator shall complete an *Arizona Crash Report*. If the collision occurs on private property, the investigator shall complete a case report and a *Supplemental Diagram*. If the collision occurs outside of the jurisdiction of the Department, the law enforcement agency having jurisdiction shall be summoned for a report.

3632 Collisions Involving Department Vehicles

When a Department vehicle is involved in a collision, the operator or investigating officer shall immediately request that a supervisor respond to the scene. Documentation of vehicle collisions shall be made in accordance with the guidelines established on the current edition of the *Collision/Industrial Injury CheckList Folder* (TPD Form 942). In incidents where no damage to either vehicle is apparent and no injury is alleged, documentation is still required. At a minimum, the incident shall be documented on a *Miscellaneous Incident Report*.

3632.1 Enforcement Action

If the supervisor can determine responsibility for the collision, whether it lies with the member or other involved party, the supervisor will direct the investigator to take appropriate enforcement action, to include the issuance of traffic citations.



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If the supervisor cannot determine responsibility for the collision, the supervisor may request the response of a representative from the Traffic Enforcement Division. If they are not available, the package may be referred to them for subsequent follow-up.

An exception to this policy occurs when the accident falls into the category of an accident that will be referred to the Serious Accident Review Committee (SARC). In SARC cases, any enforcement action will be coordinated through the Traffic Enforcement Division.

Enforcement action is completely independent of any corrective or disciplinary action that may be administered against an employee at a later time for actions in the collision.

3632.2 Civil Compromises

When an incident in question involves the City, members shall not enter into any civil compromises which involve a plaintiff or victim signing an agreement not to prosecute or assist in prosecution in exchange for some compensation (i.e., a monetary settlement for damages) or who declares that they are satisfied with the settlement (even though no compensation was bestowed). For example, a civil compromise between an on-duty police officer who collides with a civilian or who does so off duty while in a City vehicle is not permissible except by the direction of the City Manager or the Risk Management Office. Officers will refer any person who is attempting to reach such a civil compromise with the City to the City Risk Management Office.

3632.3 Deadlining Department Vehicles

Department vehicles that have been damaged as the result of collisions must be deadlined for damage estimates even if they are serviceable.

3632.4 Documentation

Incidents where Department vehicles sustain collision damage require, at a minimum, the following documentation:

- *Multi-Purpose Report*
- *Personnel Report*
- *City of Tucson Property Damage/Personal Injury Report (City Form 103)*

Any collisions involving Department vehicles will be reviewed by the member's chain of command.

3640 ACCIDENTS INVOLVING POLICE PERSONNEL AND EQUIPMENT

When police equipment, on duty personnel, or Special Duty personnel performing a police function are involved in an accident resulting in injury or property damage, the on-scene supervisor will determine if negligence is a factor. If negligence is a factor, the on-scene supervisor shall document who was negligent and make recommendations on disciplinary action to be taken. This documentation shall be on a *Personnel Report* sent through the chain of command. The recommendations submitted by the supervisor shall be based on cause established through witnesses, facts, and experience.

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3641 Documentation

Documentation shall be made in accordance with guidelines established on the current edition of the *Collision/Industrial Injury CheckList Folder*.

Incidents where Department vehicles sustain substantial non-collision damage, i.e., broken window, bent doorframe, serious acts of vandalism, etc. require, at a minimum, the following documentation:

- *Multi-Purpose Report*
- *Personnel Report*
- *City of Tucson Property Damage/Personal Injury Report*

Note: When describing the damaged Department vehicle, include the unit number on all reports.

Photographs shall be taken of any accident involving Department property. If adequate photographs can be obtained with a field camera, the Identification Section need not be utilized. When measurements are taken, they shall be exact. Diagrams need not be to scale except in cases involving a fatality. *Supplementary Reports* shall be made when applicable.

3642 Other Property Damage Procedures

When other property (not belonging to the City) is damaged as a direct result of activity involving a Department member, whether intentional or accidental, appropriate documentation shall be forwarded through the chain of command with copies routed to the Legal Advisor. Reports completed by the member will include a *Multi-Purpose Report*, *Supplements*, and *City Property Damage/Personal Injury Report* (City Form 103), as necessary, and may include *Personnel Reports* as well depending upon the circumstance or at the direction of a supervisor.

Should Department or City of Tucson property be damaged by someone other than a Department member, appropriate enforcement action shall be taken and the required documentation as described above shall be completed.

3650 DEPARTMENT PROPERTY

All Department equipment valued in excess of \$5,000 is individually inventoried and must be accounted for annually. The Administrative Services Division shall monitor and conduct the annual inventory of such property. Members are responsible for any equipment, whether individually assigned or in their custody temporarily. In the event a cellular phone or radio is lost or damaged and must be immediately replaced for operational purposes, written documentation from the Division Commander, indicating that the member is authorized a replacement item and noting the OPS tracking number, shall be directed to the Administrative Services Division. Without this documentation, the item will not be replaced.



3651 Personal Communication Devices (PCD)

3651.1 Purpose

This general order establishes guidelines for the use and management of all Department-issued electronic and telephonic communication devices, including but not limited to: mobile telephones; wireless two-way communications and/or portable internet access devices; any other City owned or leased devices or equipment that transmit voice, video or data; and any and all electronic communications composed, sent or received by any member to conduct Department business.

3651.2 Policy

Department issued PCDs are provided to authorized members for their use in performing Department duties or business. PCDs allow for improved communication, evidence collection and intelligence gathering. Any PCD issued to a member will be used in accordance with this *General Order*, as well as any other applicable *City of Tucson Administrative Directives*. Members found to be in violation of this policy may be subject to disciplinary action, up to and including termination.

3651.3 Privacy

- A. PCDs, and the electronic communications or information transmitted or stored on these systems, are the sole property of the Department. Members have no personal or property right to a PCD or any data or information created, received or stored on a PCD.
- B. The Department has the right to access electronic communications or information transmitted by or stored on PCD systems at any time, with or without prior notice to authorized members. Authorized members have no expectation of privacy with respect to any use, whether business or personal, of PCD systems, to include the device itself or any information related to use.
- C. The Department reserves the rights to intercept, monitor, review, use and/or disclose any electronic communication information composed, sent or received on a PCD. The Department reserves the right to block the delivery of any information, including but not limited to spam messages or content deemed inappropriate, undesirable or malicious.
- D. The Department reserves the right to control the storage of any electronic communication or information received through any City electronic communication system in order to maintain effective and efficient operation of the Department's systems. Electronic communications and other information may be removed or deleted at any time by the Department without prior notification.

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- E. Additionally, PCD communications are presumptively subject to a public record request under the Arizona Public Records Act, and therefore subject to public disclosure.

3651.4 Procedures

- A. The Administrative Services Division (ASD) is responsible for deploying and managing PCDs issued by the Department. Members will be provided training upon deployment of new PCDs, including review and acknowledgment of this policy. Upon separation from employment with the City Of Tucson or when no longer authorized, members shall return PCDs to ASD.
- B. Employees who are issued a PCD shall have the PCD turned on during their assigned work shift and/or as required by their position or assignment. Non-exempt (*i.e.*, hourly) members may utilize a PCD for business purposes outside of their assigned work hours with supervisor approval. Prior approval is not required if it is not feasible, and *de minimus* usage (5 minutes or less) does not require approval.
- C. Members are responsible for proper maintenance and care of any PCD issued to them. A protective case provided by the department, or an equivalent case, shall be on the PCD at all times. A damaged, lost or stolen PCD shall be reported to a supervisor immediately. Supervisors shall ensure that the Administrative Services Division is promptly contacted to safeguard the data on the PCD. If a Department issued PCD is lost or damaged, whether on or off duty, appropriate reports shall be submitted through the chain of command and a replacement PCD will be provided after contacting the Administrative Services Division. The member damaging the PCD may be required to pay a replacement fee, consistent with the labor contract and current discipline policies.
- D. All PCDs are enrolled in the Mobile Device Management (MDM) application that allows the department to protect assets, monitor compliance, push out applications, send documents, and remotely remove data and devices from the network when they are lost or stolen. Members shall not delete or disable the MDM application.
- E. Enabling location services to allow the MDM application to use the member's location is optional.
- F. Members working in a command or on-call capacity are required to have their department PCD turned on while on duty. Off duty members are required to provide an alternate number for contact when they are off work or on call, as required by their assignment.

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- G. Department-issued PCDs are intended for official business use. Incidental use of PCDs for personal, non-business purposes is permitted in accordance with the following conditions. Personal use may not:
 - 1. Interfere with the productivity of the authorized user or his/her co-workers;
 - 2. Involve any prohibited activity described in this policy;
 - 3. Disrupt or delay performance of Department business; or,
 - 4. Adversely impact system resources available for business purposes.
- H. Personal use of services and features that result in additional charges shall be reimbursed by the member at the actual cost as determined by ASD.
- I. If an electronic communication is received that may contain prohibited content, the receiver shall report the matter to a supervisor for appropriate action.

3651.5 Prohibited Uses

- A. Any use of a Department PCD that violates any law, regulation, ordinance, policy or procedure of the Department or City is prohibited.
- B. Authorized members may not load any software or applications on Department PCDs, including freeware and shareware available from Internet sites. Any third party material installed on a PCD requires specific approval from the Administrative Services Division.
- C. Department PCDs shall not be used in a manner that is offensive, harmful, or insulting to any person, or that casts the member or the agency in a bad light. Examples of prohibited electronic communications include, but are not limited to:
 - 1. Creating, transmitting, streaming, storing or otherwise accessing any threatening, harassing, obscene or profane material, or similar messages or information that would reasonably be considered to be offensive or disruptive;
 - 2. Creating, transmitting, streaming, storing or otherwise accessing material that may infringe on the personal privacy of others;
 - 3. Gambling;
 - 4. Creating, transmitting, streaming, storing or otherwise accessing material considered offensive or derogatory to members of a protected class, Ex. Cartoons or jokes containing ethnic or racial slurs;
 - 5. Sharing or storing unsolicited "junk mail," "for profit" messages, or chain letters;

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6. Creating, transmitting, streaming, storing or otherwise accessing sexually explicit images, messages or jokes/cartoons;
 7. Creating, transmitting, streaming, storing or otherwise accessing romantic solicitations or propositions, or any other use that violates the Department or City's nondiscrimination or harassment policies;
 8. Signing or identifying material as coming from an individual other than the actual sender, unless the sender is authorized to send that type of electronic communication on behalf of the other individual (e.g., a secretary's e-mail meeting notice in a supervisor's name, when authorized by the supervisor);
 9. Creating, transmitting, streaming, storing or otherwise accessing material regarding outside employment or business activity (e.g., commercial consulting for pay; solicitation or sales of goods or services; administration of the business or employment).
- D. Department PCDs shall not be used to transmit political messages, on behalf of or against a candidate for election or retention, or in support of or opposition to an initiative, referendum or recall or any other measure or proposition. Additional guidance may be found in the City Clerk's publication, *Political Activity Guidelines for Officers and Employees in the City of Tucson Classified Service*.
- E. Any attempt to bypass Department PCD/network security controls is prohibited.
- F. PCDs shall not be used to conduct labor organization business except as specifically authorized by an applicable labor agreement or city ordinance.
- G. Authorized members shall not make out-of-country calls without permission from a Division Commander and notification to ASD.

3652 Pagers

The Chief of Police shall identify members and positions that shall be issued a Department alphanumeric pager. Members authorized pagers shall wear them on and off duty, and may use their pagers for non-department related activities. Members are expected to respond to all Department pages in a timely manner. A member's pager number may be provided at their discretion to the general public. Pager numbers will remain confidential and will not be disclosed without permission of the member.

Members may elect to carry personally owned pagers or a cellular telephone capable of receiving alphanumeric pages and not an issued pager, but these members shall provide the Department with the pager or cellular telephone number and the member shall adhere to the same response standards set forth above. No reimbursement from the City will be provided to members who elect such personal use options.

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If a Department issued pager is lost or damaged on duty or off duty, appropriate reports must be submitted through the chain of command and a replacement pager will be provided after contacting the Administrative Support Division. The individual damaging the pager may be required to pay a replacement fee determined by contract after review of the circumstances of the damage by the chain of command.

Pagers shall be worn in accordance with the standards in *General Order 1400*.

3653 Electronic Access to Police Facilities

All Department members are issued an identification card that also acts as an electronic key for access to police facilities throughout the City. Member's cards are programmed to provide access to facilities and particular office as determined by the Chief of Police. In some instances, certain members are also issued an electronic key fob that allows access into facilities. Similar to the issuing of keys, identification cards and fobs are controlled and inventoried items. They must be reprogrammed when a member's building access authorization changes. The Administrative Support Division shall handle all programming changes to cards.

The Administrative Support Division may also issue key cards for facility access to other non-Department members (such as certain federal agents) as appropriate and necessary to facilitate Department operations. Liaison requests for such key cards shall be directed to the Administrative Support Division Commander.

Electronic access is recorded by computer and may be audited at any time. Lost identification cards or fobs shall be immediately reported through the chain of command, as with any other lost issued property, and the Administrative Support Division notified immediately to disable the card in the computer system.

3654 Vehicle Fuel Keys

City of Tucson vehicle fuel keys are issued to each vehicle. If the fuel key is damaged, or becomes unusable it shall be taken or sent to City Fleet Services (Fleet Technicians may do this). A memorandum signed by a supervisor will be required to provide a replacement. Lost fuel keys shall be reported through the chain of command, as with any other lost issued property, and the Administrative Support Division notified immediately to disable the key in the City computer system.

3655 Furniture

Systems furniture is requested by memorandum through the chain of command to the Administrative Support Division noting the funding source. Any movement of systems furniture must be coordinated through the Administrative Support Division who will notify a vendor and an electrician. See *General Order 8335* for additional information.

All other furniture is ordered and inventoried through the Budget Section (ergonomic furniture acquisition is coordinated through Human Resources). All furniture is assigned to specific locations. No furniture shall be moved between sections without chain of command approval and proper written notification of the Administrative Support Division for inventory purposes.

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3656 Telephones

Telephones are installed for specific workstations and individuals. The phones are to be relocated only by telephone technicians requested through the Administrative Support Division.

Requests for new phone lines must be made through the chain of command, approved by an Assistant Chief, and forwarded to the Administrative Support Division. Damaged phones and reception problems are to be reported through the chain of command to the Administrative Support Division.

3657 Office Supplies

Office supply needs are requested through the Supply Section. Individual units will maintain no more than a two-week supply. One individual in each Section will be identified to order office supplies through the Supply Unit. Requests for supplies not normally carried through City Stores shall be handled by the Administrative Support Division with chain of command approval.

3658 Portable Radios

All sworn personnel are issued individual radios. Without specific authorization from a Division Commander, members shall only be assigned one handheld radio. Unit requests for additional radios must be approved through the chain of command. Spare radios and batteries are maintained in the Supply Section or at each of the field divisions. Those radios must be controlled and signed out while the assigned radio is being repaired.

Radios needing repair or new batteries will be taken directly to City Communications at Park and Ajo. Lost or damaged radios shall be reported through the chain of command. The Administrative Support Division maintains the Department radio inventory and must be notified of any changes.

Portable radios shall be worn on the police uniform in accordance with the provisions in *General Order 1400*.

3659 Other Department Equipment

Members may be issued a variety of equipment. All of it remains the property of the City of Tucson, and is the responsibility of the member to whom it is issued or who is using it.

3659.1 Exercise Equipment and Facilities

The Department provides and maintains exercise areas and equipment at various facilities throughout the City. Only City-owned equipment, or equipment approved by the Administrative Support Division may be housed and utilized in such facilities. Users are responsible for notifying the Administrative Support Division of any deficits or maintenance concerns with any exercise equipment or facilities. The Administrative Support Division shall be responsible for establishing procedures for the inspection and servicing of all such equipment and facilities.